

## **PURPOSE**

**1708**

(No.76 July 2015)

The primary purpose for Safety program review of occupational injuries and illnesses is to determine the cause and contributory factors so that appropriate prevention measures can be taken to reduce the frequency and severity of work related injuries and illnesses in the future.

Injury and illness reporting must consistently provide complete and accurate information to identify injury and illness trends, satisfy the reporting requirements of Cal OSHA and other entities, and comply with state and federal regulations.

## **DEFINITIONS**

**1708.1**

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**Cause** – The action, event, or force that is the immediate or direct agent leading to an occupational injury or illness.

**Contributory Factors** - Behaviors, conditions, acts or omissions that affect the occurrence or outcome but are not causal. Avoiding or eliminating would not necessarily prevent the occurrence.

**CAL FIRE Employee** - Any person working under the supervision of CAL FIRE as an employee, volunteer, Emergency Worker I-VII, inmate, or ward, is generally considered a CAL FIRE employee for injury reporting and workers' compensation benefits. Some exceptions apply. See CAL FIRE – DJJ Camp Operations Handbook, Section 6254 for wards and CAL FIRE – CDCR Camp Operations Handbook, Section 6454 for inmates. **CAL FIRE Supervisor** - For the purposes of this section, a supervisor is defined as: (a) the immediate supervisor or (b) the person responsible for the general health and welfare of the worker at the time of the injury or illness.

## **INJURY ASSESSMENT AND PREVENTION SYSTEM (IAPS)**

**1708.1.1**

(No.76 July 2015)

CAL FIRE utilizes a computer application called the Injury Assessment and Prevention System (IAPS) to collect and manage information related to occupational injuries and illnesses. CAL FIRE supervisors enter this information directly into the IAPS data base using an Electronic Worksheet. Once the information is entered into the database, IAPS will produce workers compensation claim forms (CAL FIRE 3067 and CDCR-3580), OSHA 300 logs, and other reports for case management, department Safety Officers, Return-to-Work Coordinators (RTWC) and Comp/Claim Unit Leaders. The IAPS Electronic Worksheet is to be used by the employee's supervisor to report the following:

1. State Fund Reportable injuries and illnesses. (See definition in [Workers' Compensation Handbook, Section 1920.1](#))
2. CAL FIRE Non-reportable injuries and illnesses. (See definition in [Workers' Compensation Handbook, Section 1920.2](#))
3. Physiological heat stress.
4. Actual or perceived exposures to toxic substances, harmful physical agents, or communicable diseases. (See [Safety Handbook, Section 1745.1](#); and [Health and Fitness Handbook, Section 1852.5](#) for additional reporting requirements)

A paper form called the [IAPS Data Entry Worksheet \(IIPP-15\)](#) has been developed to help supervisors collect the required information. A completed IIPP-15 will contain confidential information and must be destroyed (i.e. shredded) after use, or it may be kept in confidential and secure personnel files by Unit, Region or Headquarters administration.

## **RESPONSIBILITY OF EMPLOYEES** **1708.2**

(No.76 July 2015)

CAL FIRE employees are responsible to always act safely and to promptly report all work related accidents, injuries, illnesses and exposures to a supervisor.

## **RESPONSIBILITY OF SUPERVISORS** **1708.3**

(No.76 July 2015)

The supervisor of the injured or ill employee is to take the following actions:

- Ensure that injured workers receive necessary medical care following guidelines in [Workers' Compensation Handbook, Section 1910.2](#).
- Ensure that any cause of the injury or illness is no longer a danger.
- Conduct a thorough review of the circumstances and make a report using the IAPS Electronic Worksheet.
- In the case of a death or serious injury, the supervisor must notify the appropriate Emergency Command Center (ECC) **IMMEDIATELY**. (See [Safety Handbook, Section 1715](#)).

## **SUPERVISOR'S INITIAL REPORT** **1708.4**

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When making a report of an occupational injury, illness or exposure the supervisor of the affected employee shall:

1. Conduct a thorough review of the circumstances and gather information using the IIPP-15 as a guiding document.

2. Determine if the injury or illness is reportable to State Fund for worker's compensation benefits (see [Workers' Compensation Handbook, Sections 1920.1 and 1920.2](#)).
3. Determine the cause and contributory factors related to the injury or illness. (For serious injuries or illnesses also refer to [Safety Handbook, Section 1715](#)).
4. Provide required workers compensation forms to the employee's home Unit RTWC. (For a complete list of forms see [Workers' Compensation Handbook, Section 1930](#)).
5. Information gathered using the IIPP-15 shall be entered into the IAPS application by the supervisor within 48 hours of the injury occurrence.

## **ALTERNATIVE REPORTING PROCEDURES**

**1708.4.1**

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Units and Programs may adopt alternative procedures for supervisors to follow when the supervisor is unable to make a report using the IAPS Electronic Worksheet. Examples of alternative procedures include but are not limited to:

1. Travel to an alternate location where access to the Electronic Worksheet is available.
2. Forward a completed IIPP-15 under confidential cover to another supervisor with access to the Electronic Worksheet.
3. FAX a completed IIPP-15 to the Unit RTWC on a secure FAX machine with a confidential cover.
4. Provide a completed IIPP-15 to a CAL FIRE Comp/Claims Unit Leader or Agency Representative if at an emergency incident.

## **INITIAL INJURY REPORTS FROM AN INCIDENT BASE**

**1708.4.2**

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Work related injuries and/or illnesses to CAL FIRE employees while assigned to an emergency incident shall be reported using the IAPS Electronic Worksheet. For specific policy and procedures related to the Compensation for Claims Unit see the [Incident Fiscal Management Handbook, Sections 3810 through 3814](#) and [Sections 3850 through 3854](#).

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)